



**KWAZULU-NATAL PROVINCE**  
HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

**INVITATION FOR PROPOSALS**

**APPOINTMENT OF A PANEL OF ACCREDITED SERVICE PROVIDERS TO CONDUCT TRAINING, COACHING AND MENTORSHIP OF COMPANIES IN THE SIYAKHA INCUBATION PROGRAMME FOR A PERIOD OF THREE (3) YEARS.**

**BID NUMBER** ZNB63/2020/21HSE  
**CLOSING DATE** 04/03/2021  
**BID BOX NO.** 01 (SITUATED AT THE 12<sup>TH</sup> FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001)

**COMPULSORY BRIEFING SESSION DATE** No briefing session will be conducted. Bidders will be given an opportunity to submit their enquiries and responses will be published on the eTender portal and Departmental website.

**BID DOCUMENTS** Bid document can be downloaded from [www.etenders.gov.za](http://www.etenders.gov.za)

**NOTE** (NO BID DOCUMENTS WILL BE ISSUED BY THE DEPARTMENT)

**TECHNICAL ENQUIRIES** MR. SIYANDA MATOMELA / MR. MDUDUZI NHLOZI  
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**BID ENQUIRIES** MRS R. GAFOOR 031 336 5142/MS. K. MTHEMBU 031 336 5166/  
MR. S. MKHIZE 031 336 5241/ MR. S. BIYASE 031 336 5165

This bid is limited to tenderers who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017):

- (a) a bidder having a minimum B-BBEE status level 1; or
- (b) an EME or QSE;

**BIDDERS TO COMPLY STRICTLY WITH ALL FACETS OF THE SPECIFICATION, METHODOLOGY AND ADDITIONAL INFORMATION TO INDICATE OR EMPHASIZE CAPACITY TO UNDERTAKE THE REQUIRED SERVICE MUST BE FURNISHED.**

The KZN Department of Human Settlements hereby invites proposals and from suitably qualified and experienced service providers for appointment in a panel of accredited service providers to conduct training, coaching and mentorship of companies in the Siyakha incubation programme for a period of three (3) years.

NO.	NAME OF PROJECT	BID NUMBER
1.	APPOINTMENT OF A PANEL OF ACCREDITED SERVICE PROVIDERS TO CONDUCT TRAINING, COACHING AND MENTORSHIP OF COMPANIES IN THE SIYAKHA INCUBATION PROGRAMME FOR A PERIOD OF THREE (3) YEARS.	ZNB63/2020/21HSE

The successful applicants will be required to enter into an Agreement with the Department of Human Settlements. The applicant must comply with legislative requirements.

## **1. INTRODUCTION AND BACKGROUND**

1.1. The Siyakha Incubation is three (3) year, provincial economic empowerment programme aimed at upliftment of companies within the CIDB level 1 – 4 in the human settlements sector. With specific focus on training, capacity building, mentorship and allocation of work, the Incubation programme aims to:

- 1.1.1. open-up opportunities for the entrance of emerging companies in the sector through allocation of work'
- 1.1.2. bridge the gap between emerging businesses and the market;
- 1.1.3. develop capacitated and compliant companies and link these with key role players in the sector;
- 1.1.4. develop and transfer skills and technical know-how from established companies to emerging, entry level companies; and
- 1.1.5. provide training, capacity building and business skills.

## **2. SCOPE OF WORK**

- 2.1. The service provider must package business skills and training programmes for companies in the Siyakha Incubation Programme in line with the identified gaps
- 2.2. Conduct training of contractors as and when required
- 2.3. Where necessary, the service provider must work closely with the TVET colleges in the training of selected companies in the Incubation Programme.
- 2.4. Conduct review of training programmes and assessment tools
- 2.5. Submit monthly reports on outcomes of training programmes

## **3. TRAINING PROGRAMMES**

3.1. The Construction Industry Development Board (CIDB) Competence Standard for Contractor Competence Assessment (Gazette No. 39074, 07 August 2015) sets minimum competence standards to which contractors should aspire to, thereby encouraging performance improvement. The Standard recognises the key competencies of a contracting business as:

- 3.1.1. Business management;
- 3.1.2. Building and construction works management (operational and supervision); and
- 3.1.3. Legislative issues.

3.2. In line with this, the Department wishes to conduct the following training programmes for CIDB Level 1 - 2 companies:

### **3.2.1. Business Management (NQF Level 2 or equivalent)**

- i) Contract and legislation compliance
- ii) Tendering and productions
- iii) Project programming and progress
- iv) Financial Management
- v) Resource Management (Incl. HR)
- vi)

### **3.2.2. Works Management (NQF Level 3 or equivalent)**

- i) Tender preparation and documentation
- ii) Monitor plan and control construction work activities
- iii) Health, safety and environmental management
- iv) Building and construction legislation
- v) Human resource and production

**1. TECHNICAL REQUIREMENTS**

- a) Service Provider must comply with legislative and governmental policy requirements and be registered with the applicable professional bodies.
- b) Service providers must be fully accredited with the Training Services Seta.

**TECHNICAL ENQUIRIES: SIYANDA MATOMELA / MDUDUZI NHLOZI**  
**CONTACT NUMBER : 031 336 5334 / 033 392 6470**

**EVALUATION CRITERIA**

**THE BID WILL BE EVALUATED IN TWO STAGES AS FOLLOWS:**

**STAGE 1 – ELIGIBILITY CRITERIA**

**IN ADDITION TO ALL REQUIREMENTS A COMPREHENSIVE COMPANY PROFILE MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA, FOR THE PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 60% OF TOTAL POINTS AND PROFILE MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED CONTRACTS MUST BE ATTACH**

<b>Key Aspects</b>	<b>Basis for Point Allocation</b>	<b>Score</b>	<b>Min-Max Points</b>
<b>Methodology</b>	<b>Define a clear and unambiguous strategy in executing the service.</b>	<b>Good</b>	<b>19-30</b>
	a) Proper strategy to ensure coordination of departmental programmes to ensure effective and efficient alignment, coordination and implementation. <b>6 points</b>		
	b) A proper plan to ensure horizontal and vertical alignment of all key stakeholders in the delivery of sustainable human settlements <b>6 points</b>		
	c) A plan on effective prioritization of budgets for achievement of integrated, high impact settlements leading to resilient, sustainable livelihoods. <b>6 points</b>		
	d) Plan to leverage financial resources from other stakeholders within the built environment and the construction sector. <b>6 points</b>		
	e) Strategy to monitor progress in the implementation of high impact integrated residential development projects. <b>6 points</b>		
	Provided 3 points as outlined above- <b>18 points</b>	<b>Fair</b>	<b>13-18</b>
	Provided 2 points as outlined above- <b>12 points</b>	<b>Poor</b>	<b>0-12</b>
	Provided 0-1 points- <b>0 points</b>		
<b>Relevant Experience</b>	<b>Clearly Indicates relevant experience in terms of number of completed similar projects. Reference letters signed by respective institutions must be attached for each project completed.</b>	<b>Good</b>	<b>19-30</b>
	• Provided 5 reference letters and above- <b>30 points</b>		
	Provided 3-4 reference letters – <b>18 points</b>	<b>Fair</b>	<b>13 - 18</b>
	Provided 2 reference letters- <b>9 points</b>	<b>Poor</b>	<b>0 - 12</b>
	Provided 1 reference letter- <b>3 points</b>		
	No reference letter- <b>0 point</b>		

<b>Stakeholders and Resources Organogram</b>	<b>Stakeholders</b> a) Departments-2 points b) District and Local Municipalities-2 points c) Implementing Agents 2 points d) Water Authorities-2 points e) Project Steering Committees -2 points f) Traditional leaders -2 points g) And all other relevant professionals-2 points  <b>Resource Organogram</b>  <b>Detailed Organogram with detailed duties and responsibilities of key personnel coupled with their experiences.</b>  a) The Principal Agent to be appointed must at least have minimum of 15 years' experience in managing and coordinating of multidisciplinary professional teams in the planning, design and implementation of complex, large-scale residential development in urban and rural areas. 2 points  b) Must have proven experience and track record of land use planning, KZN Human Settlements Master Spatial Planning, Urban and Environmental Design, various impact assessments and processes related to the establishment of residential developments. 1 point  c) The principal agent and associate professionals must be able to demonstrate proven skills, track record in undertaking projects of similar nature.1 point d) Equipment and Assets-1 point e) Office Space—1 point	<b>Good</b>	<b>13-20</b>
	Adequate information provided <ul style="list-style-type: none"> <li>• Provided 4 stakeholders-8 points</li> <li>• Provided principal agent -4 points</li> </ul>	<b>Fair</b>	<b>9-12</b>
	Inadequate information provided <ul style="list-style-type: none"> <li>• Provided 2-3 stakeholders – 5 points</li> <li>• Does not have principal agent and provided 0-1 stakeholders-3</li> </ul>	<b>Poor</b>	<b>0-8</b>
	Provide proof of financial capacity to satisfactorily execute the required service, such should include the following: <ul style="list-style-type: none"> <li>• Bank rating of the company indicating specific category.</li> </ul> Category A=20 points Category B=12 points Category C=8 points  No bank rating letter/rating under C -0 points	<b>Good</b>	<b>13-20</b>
<b>Financial Capacity</b>		<b>Fair</b>	<b>9-12</b>
		<b>Poor</b>	<b>0-8</b>
<b>TOTAL</b>			<b>100</b>

## **STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM**

The 80/20 Preference Points System will be utilized. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0